

DP World e Services

Delivery Order - Request User's Manual

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Document Details

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Revision History

VERSION	DATE	AUTHOR	DESIGNATION	DESCRIPTION OF CHANGE
1.1	Feb 2010			Reviewed by DP World

Approval History

VERSION	DATE	NAME	DESIGNATION	COMMENTS
1.1	29 June 2010	Basil Al Kilani	Training Manager	

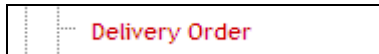
Distribution

VERSION	LOCATION

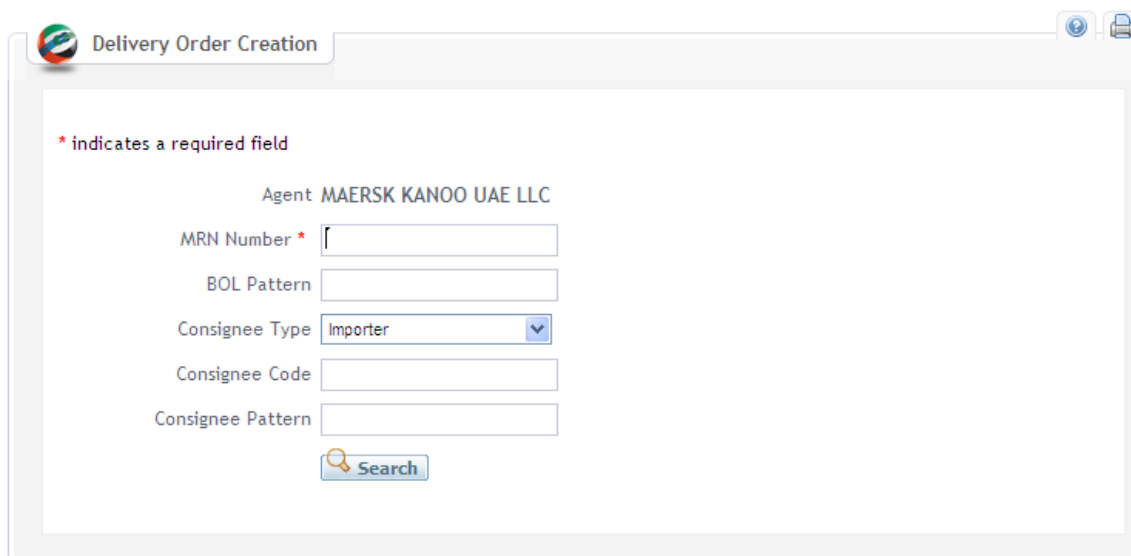
Delivery Order - Request

After uploading your Manifest File successfully and getting *MRN* you can start issuing *Delivery Orders (DO)* Against Bills of Lading (BOL) in the (Manifest Registration Number) *MRN*

1. Go to **Request > Delivery Order**.



Then system displays the following form:

A screenshot of a web application window titled "Delivery Order Creation". The form includes a header with a logo and the title. Below the header, there is a note: "* indicates a required field". The form fields are: "Agent" (MAERSK KANOO UAE LLC), "MRN Number *" (a text input field), "BOL Pattern" (a text input field), "Consignee Type" (a dropdown menu with "Importer" selected), "Consignee Code" (a text input field), and "Consignee Pattern" (a text input field). At the bottom of the form is a "Search" button with a magnifying glass icon.

2. Enter your **MRN** (Required).

MRN Number *

3. **BOL Pattern** (Optional): enter **BOL** number fully or partially.

Note: this option is just to sort and specify search results.

BOL Pattern

Delivery Order Creation

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4. Consignee:

- **Either:** Select Consignee Type and enter Consignee Code for whom this DO will be generated.

Consignee Type

Consignee Code

- **Or:** Enter Consignee number fully or partially.

Consignee Pattern

5. Then Click on **Search**.

System redirects you to the DO creation page.

* indicates a required field

Agent	A180-MAERSK KANOO UAE LLC		
MRN	2421317	NOC Number	
Rotation Number	625682	Valid Up to (dd-mmm-yy) *	<input type="text"/>
Vessel Name	MAERSK OHIO		
ETA Date	03-MAY-08	Berth Date	03-MAY-08

BOL Selection

<input type="text" value="BolNo-AgtBolNo-LoadPort-CargoCode"/>	<input type="button" value="Add"/>	<input type="text" value="-----Selected BOLS-----"/>
<input type="text" value="524900507-524900507-USHOU-F"/>	<input type="button" value="Remove"/>	
<input type="text" value="524911098-524911098-USHOU-F"/>		
<input type="text" value="524995789-524995789-USEWR-F"/>		
<input type="text" value="525003810-525003810-USEWR-F"/>		


Issued To

Free Zone Licencee	<input type="text" value="F7100 - SONY GULF FZE"/>
Clearing Agent	<input type="text"/>
Remarks	<input type="text"/>

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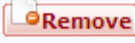

1. Enter DO Validity Date; you can use the calendar button.

Valid Up to (dd-mmm-yy) * 

2. Select one **BOL** against which this **DO** will be created, using **Add**, and to remove BOL and select another one use **Remove**.


Note: 1 BOL = 1 DO

BolNo-AgtBolNo-LoadPort-CargoCode
BLMSKMFC028001-BLMSKMFC028001-QAUMS-F
BLMSKMFC028002-BLMSKMFC028002-QAUMS-F
BLMSKMFC028003-BLMSKMFC028003-QAUMS-F
BLMSKMFC028004-BLMSKMFC028004-QAUMS-F



-----Selected BOLS-----

3. Mention the Clearing Agent (if any)

Clearing Agent  

4. Write your **Remarks** (if any).

Remarks

5. Click on **Create Request**.

System gives message; Delivery Order (DO number) has been successfully created.

Delivery Order - 0900000038 has been successfully created

Delivery Order Creation

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You can click on [Print Preview](#) to view your DO and/or print it.

DELIVERY ORDER

D/O Number : 0900000038	Date : 15-JAN-2009	Agent DO : qwfdasf
MRN Number : 2425286	Rotation Number : 281569	D.O Valid upto : 31-JAN-2009
Shipping Agent :		
Consignee :		
Clearing Agent :		
VesselName :	Voyage Number :	
Arrival Date : 04-JAN-2009	Disc Pt :	
Total Quantity : 1	Total Weight (Kgs) :	
Clearance Port : AL AWEER		

BOLS	Package Type	Quantity	Weight	Volume
BLMSKMFC028001 Goods Description GENERAL CARGO Marks and Numbers n/m Containers CMSK028001	CARTONS	1	18000.000	18

Remarks :

Agent's Stamp & Signature

D/O Number	0900000038	Date	15-JAN-2009	userid	PROMSHIP
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Customs Bill Type

☐ Import ☐ RE-EXPORT ☐ Transit ☐ Temp Admission ☐ FZ B/E ☐ DFSA B/E

Payment Method

☐ CDR Cash ☐ CDR ☐ Deposit ☐ Credit ☐ Stan.G. ☐ Bank. G. ☐ FTT ☐ Other

A/C No. : _____ C/F Agent Code. : _____ Rep. Card No. : _____

We Declare the Details herein to be true and complete.
Importer / Agent Stamp & Sign.

Print

Click on [Search](#) to create new DO.